

DEPARTMENT OF HISTORIC RESOURCES

Position Vacancy- #00014

ROLE: Financial Services Specialist I, Pay Band 4

WORKING TITLE: Grants and Revenue Accountant

SALARY: \$30,146 – \$45,000 plus benefits depending on experience

(Career potential up to \$61,872)

Location: Petersburg, Virginia

Responsibilities: Join a dynamic Administrative Services Team! The Department of Historic Resources seeks a customer service oriented team player for financial services support. Position responsibilities include processing: grant applications, grant accounts payable, accounts receivable, and deposits. The selected candidate will review grant applications for compliance, maintain spreadsheets, reconcile accounts, prepare reports, and key payments related to non state agency and other agency grants. Other duties will include maintaining accounts receivable records in QuickBooks, collection, coordinating debt set off, assisting with federal grant application and reporting, cash/revenue reporting and reconciliation. Position will back up other fiscal positions during peak periods. Position is located in Petersburg, Virginia.

Qualifications: Graduation from college or university with degree in accounting, finance or related field; and/or experience as an accountant, financial analyst, financial services specialist or auditor, preferably in State Government. Knowledge and experience with state central agency fiscal and accounting functions, activities and operations preferred. Knowledge of state policies for expenditures, prompt pay, and travel desired. Proficient computer skills in Excel and Word are required. Knowledge or experience in any or all of the following: QuickBooks, Access, CARS, FINDS, IRMS, and Reportline is a plus. Demonstrated ability to interpret and apply state and federal guidelines; research, analyze, and reconcile financial data, solve problems; prepare reports, and provide quality customer service to grantee's, the public, other state agencies and the legislature. Exceptional organizational skills and the ability to work effectively with manager, staff and coworkers will be needed to work with minimal supervision and handle multiple tasks and priorities. Effective communication skills are essential. A criminal background check will be required for the selected applicant.

Submission of Application Requirements: Please submit a Commonwealth of Virginia Application For Employment form to: Department of Historic Resources, Attention: Phyllis Blair, 10 Courthouse Avenue, Petersburg, Virginia 23803 by 5:00 p.m. on **January 26, 2007** or fax (804) 862-6196 or by e-mail to phyllis.blair@thr.virginia.gov . If you are an individual with a disability and would like to request an accommodation, please send a written request to the aforementioned address or call (804) 862-6193 or (804) 367-2386, TDD, for assistance.

EOE M/F/M AND INDIVIDUALS WITH A DISABILITY ARE ENCOURAGED TO APPLY